

Sullivan County NH

Type of meeting: Board of Commissioners Regular Business Meeting
Minutes

Date/Time: Tuesday, October 17, 2006, 1:30 PM

Place: Unity County Complex, Sullivan County Health Care
Frank Smith Living Room

Attendees: Commissioners Donald S. Clarke - *Chair*, Ben S. Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Greg Chanis - *Facilities & Operations Director*; Scott Wojtkiewicz - *Sullivan County Health Care Administrator*; Marc Hathaway - *County Attorney* (arrived later); Peter Farrand - *Human Resources Director*; Sharon Johnson-Callum (minute taker).

Other attendees: Representative Larry Converse.

1:31 p.m. Commissioner Clarke opened the meeting. Commissioner Nelson led all in the *Pledge of Allegiance*.

AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. OCTOBER 3, 2006 PUBLIC MEETING MINUTES

1:32 A motion was made, by Commissioner Nelson, approving the October 3, 2006 Public Meeting Minutes as printed. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. OCTOBER 3, 2006 EXECUTIVE SESSION MEETING MINUTES

Mr. Gil de Rubio recommended the minutes remain sealed.

1:33 A motion was made by Commissioner Nelson to approve of the October 3, 2006 Executive Session minutes as typed and to have them remain sealed. Commissioner Jarvis seconded the motion. Discussion - Comm. Jarvis noted she approved of the first part, but not the second paragraph. A voice vote taken. The motion carried, unanimously.

AGENDA ITEM NO. 2 SULLIVAN COUNTY HEALTH CARE

AGENDA ITEM NO. 2.A. CENSUS

Mr. Wojtkiewicz noted today's census was at 155, with 1 open bed. He indicated the census mix is bothersome to him, as the budget reflects: 21 Medicare and currently running 13, 111 Medicaid and as of today they have 115, 1 respite and they average .9 per month, 20 private and currently running at 21. He noted revenues are off due to the mix being off, with approximately \$157,000 revenue difference. Most of their referrals are coming from the hospitals. Commissioner Clarke spoke briefly about a respite patient unable to utilize the hospice room before passing and asked Mr. Wojtkiewicz if he was familiar with the case. Mr. Wojtkiewicz confirmed the room was not available for the client as another was using it for hospice. Mr. Gil de Rubio noted the net Medicare revenue is up. Mr. Wojtkiewicz implemented a new spend down sheet as he noticed a lack of expense control. He noted his department heads would receive monthly budgets on the last day of each month and feels this will benefit all, as purchasing appears to have been done without much oversight. He indicated, when he appears before the Board during budget season he wants to be able say the figures he arrives at the table with have a solid back up for. Commissioner Nelson questioned if having one (1) hospice room was sufficient. Mr. Gil de Rubio pointed out the Sullivan County Health Care facility is starting to fill up and they have to figure out what they are previously licensed for and can foresee, down the road, renovating the Sanders to dedicate towards hospice. Mr. Gil de Rubio confirmed he was in touch with Health and Human Services Commissioner Stephen, and is having a dialogue regarding this issue. Commissioner Jarvis asked Mr. Wojtkiewicz to define hospice and what it was about. He noted he had not had a chance to pull the hospice contract – but, normally, when a patient arrives requesting hospice service, the agency performing the hospice helps staff and family go through the grieving process, if the patient is on Medicare the patient gives up the Medicare benefit since the hospice agency bills this, and normally they have a Medicaid rate the hospice agency pays the nursing home. Mr. Gil de Rubio indicated the importance to have hospice service as a whole-istic approach to family and staff. Mr. Wojtkiewicz briefed over the *Daily Census Reconciliation* – September illustrates 10 skilled residents, 22 private skilled patients with 20 in October, 116 Medicaid in September and 115 current. The skilled census has increased from September. Mr. Wojtkiewicz noted he will be focusing on account receivables and feels they can collect back to '05. He noted there are numbers of reasons why reimbursement may not have been received, and it may have been whoever did the billing, possibly, missed one digit or a middle name. He noted they cannot afford to let this go and is working closely with Julie Woodman, Business Office Manager, on the issue.

NON-AGENDA ITEM – Mr. Wojtkiewicz noted the NH State nursing home surveyors arrived. They have been through Dietary, which is in good shape – they are waiting on parts for a valve for a piece in the kitchen; they had one minor recommendation during med passes; employees are doing a good job; Heidi Smith, Director of Nursing, has done a good job at getting things done. He anticipates the surveyors will be at the facility until Friday.

AGENDA ITEM NO. 2.C. THANKSGIVING DINNER

The closure of the dining room, due to construction, was discussed and different scenarios on how to deal with the upcoming Thanksgiving Dinner were talked about.

Scenarios mentioned included sending a notice to family members and staff, having residents limit invitations to two people – Mr. Wojtkiewicz noted Ron McPhall spoke to him about previous Thanksgiving dinners where families brought in 14-17 people and they ran out of food, the possibility of sending tickets to family/friends, checking in those through a roster or request RSVP's, in order to preplan. Commissioners would like to avoid turning away family or friends, especially if the resident does not have many.

AGENDA ITEM NO. 2. – SINGLE OCCUPANCY ROOMS

Mr. Gil de Rubio and Commissioners considered the private pay rate for single and double occupancy, with the recommendation to raise the rate for single from \$195 to \$225. There are currently two rooms of this nature.

- 2:08 Commissioner Nelson made a motion to raise the private pay single occupancy rate to \$225. Commissioner Jarvis seconded the motion. Discussion: This would be effective December 1, 2006, and Mr. Wojtkiewicz confirmed he would be giving a 30-day notice of increase. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 4. ASSISTED LIVING

Mr. Gil de Rubio consulted with Mr. Pulling about the three assisted care proposals, and found that Mr. Pulling is happy with the proposals and has no preference. Mr. Gil de Rubio passed out the Trumbull-Nelson Construction Co., Inc. proposal @ \$21,782 and the Russell Construction Services proposal @ \$19,500, both dated October 16, 2006. Mr. Gil de Rubio noted Mr. Pulling reminded him, whatever the County decides at this stage, they are "not married to them through the whole project". Mr. Chanis indicated they would get a good product and work well with either firm, but his choice would be Russell Construction Services. Mr. Wojtkiewicz concurred with Mr. Chanis, but feels both would provide quality service. Representative Converse noted he felt comfortable with Russell Construction Services. Mr. Gil de Rubio discussed the energy he felt in the presentation from Russell Construction Services. Commissioner Clarke noted the importance of designing the building with the right mix – he did not see that in Trumbull-Nelson's proposal but did so in Russell Construction Services proposal. Mr. Chanis pointed out Russell Construction Services also noted they have marketing materials and assured them they would attend all meetings to promote the project. Mr. Wojtkiewicz added he got the feeling Russell Construction Services is committed to the project working. Commissioner Jarvis indicated she likes Russell Construction Services. Commissioner Nelson discussed pro's of both firms. Nelson indicated Trumbull might have made it an easier sell. Mr. Chanis noted he had received phone calls from the Russell Construction Services firm, but not the others.

2:29 Marc Hathaway arrived.

- 2:33 A motion was made by Commissioner Jarvis, to pick Russell Construction Service's [proposal], for a total of \$19,500 [for the design/build phase of the assisted living/senior care project]. Commissioner Nelson seconded the**

motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

NON AGENDA ITEM – COPIER FOR COUNTY ATTORNEY’S OFFICE

Marc Hathaway noted their office budgeted approximately \$24,900 for a copier and they are requesting the Board waive the normal competitive bidding, as they extensively reviewed proposals and used demos of Xerox, Konica, and McDurgin. As a result, as well as design parameters, the Xerox is the one they prefer. The copier has desktop management tools – archives documents digitally and can customize digital files, multiple functions, build job features, can expand electronic files, secure print and fax, program and start new jobs, networks with the computer system, has easy click and drop features to save files, and they are able to add features, if needed, at a later date. The color Xerox to purchase would be \$20,404 and \$18,904 with trade in. Mr. Hathaway indicated Mr. Prozzo may take their current copier, though it has high mileage it would work well for the Sheriff’s Office volume. He noted a new Xerox black and white, same feature type, would be \$15,939. Konica color was \$11,914. They currently have a Konica and are happy with service and current machine, but it does not have the technological features they need.

2:47 A motion was made, by Commissioner Jarvis, to forgo the competitive bidding process [As noted in RSA 28:8] to allow the County Attorney’s office to fund the purchase of the color Xerox. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Mr. Hathaway indicated he needed to also discuss an issue in Executive Session.

2:48 Representative Converse and Peter Farrand left the meeting.

2:48 A motion was made, by Commissioner Nelson, to go into Executive Session for settlement and compromise regarding potential client; to meet with council. Commissioner Jarvis seconded the motion. The people staying in the Executive Session would be the three Commissioners, County Manager, County Attorney and minute taker. A roll call vote was taken. The motion carried, unanimously.

3:08 A motion was made, by Commissioner Nelson, to come out of Executive session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

3:09 A motion was made, by Commissioner Nelson, to provide authority to settle a claim, within the parameters discussed [in Executive Session] involving [the case labeled] “RS”, out of existing funds, not to exceed \$8,469. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

3:09 *Mr. Farrand entered the room.*

Mr. Gil de Rubio noted they needed to discuss another issue in Executive Session regarding union negotiations.

3:10 **A motion was made, by Commissioner Nelson, to return to Executive Session to discuss Union negotiation matters [RSA 91-A:3.II.e/c]. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

3:23 **A motion was made, by Commissioner Nelson, to come out of Executive Session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

3:23 - 3:34 *The group took a break.*

AGENDA ITEM NO. 6 COUNTY MANAGER'S REPORT

THE GREATER SULLIVAN COUNTY ALL HAZARDS' REGION COMMITTEE

Mr. Gil de Rubio distributed copies of acceptance letter from DHHS regarding the grant for the GSCAHC, \$32,740 with most going to hire a consultant. An RFQ will be sent to local papers and the Concord Monitor.

AGENDA ITEM NO. 7 COMMISSIONERS REPORT

Commissioner Nelson had nothing to report.

Commissioner Jarvis discussed the new public services building in Sunapee she visited. Commissioner Jarvis noted she heard nothing but good things about Scott Hagar from the Sunapee Police Department.

Commissioner Clarke had nothing to report on the State-County finance committee meeting. He briefly spoke of the October 27th meeting in Brentwood NH, which he will participate in. He requested Johnson-Callum to remind them of the DOC volunteer appreciation dinner to be held November 25th, RSVP's due by November 10th.

It was noted the November Board meetings would be November 14th and 28th.

AGENDA ITEM NO. 8 PUBLIC

Representative Converse indicated the Senior Citizens of Claremont inquired about the Mileu Therapy equipment donated by them. Ms. Johnson-Callum noted this was discussed a year ago during Mr. Allard's tenure, and briefly explained how they researched to find that the room the equipment was being used in was too small and

residents became agitated in the room. The equipment was then split up, into different rooms and liquid for the equipment was not reordered when it ran out, due to cost to tax payers. Mr. Gil de Rubio indicated Rep. Converse could follow up with Pam Jones, Sullivan County Health Care [Administrator/Director of Nursing Secretary] to make further inquiries.

**3:50 A motion was made, by Commissioner Nelson, to adjourn the meeting.
Commissioner Jarvis seconded the motion. There was no further discussion.
A voice vote was taken. The motion carried, unanimously.**

Respectfully submitted,

A handwritten signature in cursive script, reading "Ethel Jarvis".

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.